

D R A F T (3 February 1954)

INSTRUCTION -
NO. LI 40-140-1

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SERVICES
(Date)

SUBJECT: Printing and Reproduction - Numbering of Requisitions

1. GENERAL

The purpose of this Instruction is to implement Agency Notice No. 40-140-1 dated 26 January 1954, and establish a procedure within the Logistics Office for numbering and processing Reproduction Requisitions, (Form 36-2).

2. RESPONSIBILITIES

The Chief, Administrative Staff, for the Office of the Chief, the Chief, Coordination and Requirements Staff, and each Division Chief, shall:

a. Designate one individual who will be responsible for maintaining centralized control of printing and reproduction requisition numbers for each code number assigned.

b. Furnish the Chief, Printing and Reproduction Division with any change to the list of authorized signing officials currently on file in that Division. (A copy of the current list of authorized signing officials will be forwarded under separate cover).

3. PROCEDURE

a. Printing and reproduction requisitions will be prepared in accordance with the instructions on the reverse of Form 36-2 and signed by an authorized official of the requisitioning office concerned.

b. Code numbers to identify LO requisitioning offices are assigned as follows:

820 Office of the Chief
821 Coordination and Requirements Staff
822 Procurement Division
823 Real Estate and Construction Division
824 Supply Division
825 Transportation Division


25X1A6a

825 SD/ [REDACTED]
826 SD/Stock Control [REDACTED]

c. Requisition numbers will consist of the code number, the consecutive requisition number, and the fiscal year number. Example: the first Procurement Division requisition number would be 822-1-54. Requisition numbers will be assigned consecutively, beginning with "1", at the start of each fiscal year and at the present time in initiating this procedure.

d. Centralized control of requisition job numbers may be maintained by use of a log system for assigned consecutive numbers or by use of a plain tissue copy of each requisition submitted.

FOR THE CHIEF OF LOGISTICS:

 25X1A9a
Chief, Administrative Staff

LO/AS/JDD:mel